

**U.S. Department of Energy
Washington, D.C.**

NOTICE

DOE N 000.0

Approved:

Expires:

**SUBJECT: PROGRAM AND PROJECT MANAGEMENT FOR THE ACQUISITION
OF CAPITAL ASSETS**

1. OBJECTIVE. To define the requirements for reporting contractor project performance information to the Department's Project Assessment and Reporting System (PARS) II. Specifically the Notice expands upon the requirements set forth in the Contractor Requirements Document (CRD) in DOE Order O413.3A.

2. CANCELLATIONS. None.

3. APPLICABILITY.

a. Departmental Elements. This Notice applies to all Departmental Elements.

b. DOE Contractors. Except for the exclusion in paragraph 3c, this Notice applies to all contractors responsible for performing program and project management of Department-owned facilities and to other contractors as determined by the Federal Project Director and Contracting Officer, in conjunction with the Federally-assigned Integrated Project Team members. Regardless of the performer of the work, the affected contractor is responsible for complying with the requirements of this Notice as included in the contract. The contractor is responsible for flowing down the requirements to subcontractors at any tier to the extent necessary to ensure contractor compliance. The contractor is responsible for consolidating the subcontractor data into a single contractor project performance reporting.

c. DOE Projects. This Notice applies to all projects with a Total Project Cost (TPC) greater than or equal to \$20M, except firm fixed-priced contracts.

d. Exclusion. This Notice does not apply to projects with a Total Project Cost (TPC) less than \$20M.

4. REQUIREMENTS.

a. General.

With the implementation of PARS II, OECM is implementing new reporting requirements for contractor project performance information. Currently contractors report ANSI 748 EVM data at the project level once the project has reached the CD-2 milestone. In addition to these data, contractors will be required to report time-phased data and schedule data to PARS II. All data (CPR, time-phased and schedule) will be

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reported down to the level of the WBS and OBS required by the DOE program and OECM.

b. Required Project Performance Information.

Contractors are required to submit the following project performance information.

- i. ANSI/EIA 748 EVM data as contractually required and approved by the DOE program and the Office of Engineering and Construction Management (OECM)).
- ii. EV Time-Phased Incremental Cost Data for the entire contract period of performance by WBS (and optionally OBS) at the level of detail required by the DOE program and OECM. EV Time-Phased Incremental Quantity Data are optional.
- iii. Variance analysis data and a narrative corrective action plan that integrates cost, schedule and scope if variances exceed DOE established reporting thresholds.
- iv. Critical Path activity schedule and relationship data related to the WBS and OBS (to the level required by the DOE program and OECM).
- v. Management reserve transaction data by WBS and/or OBS.
- vi. Risk log data by WBS and/or OBS.
- vii. Required data elements for each of the information types are specified in the PARS II Interconnection Security Agreement.

c. Required File Format.

- i. Upload files will be formatted using the standard templates and file formats specified in the PARS II Interconnection Security Agreement (ISA) (e.g., ANSI 748 EDI X12, UN/CEFACT XML, Microsoft Access).

d. Monthly Submission.

- i. Project performance information will be submitted monthly by the date specified by OECM.
- ii. Project performance information will be uploaded to the Department's Project Assessment and Reporting System (PARS II).

e. Begin Date for Reporting.

- i. Monthly reporting will begin no later than CD-2. Reporting by the contractor may be required earlier than CD-2 as specified by the Contracting Officer.

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5. RESPONSIBILITIES.

a. Heads of Departmental and Field Elements.

- (1) Oversee the implementation of this Notice for projects under their immediate cognizance, including assigning tasks and roles to the appropriate site personnel.
- (2) Ensure contracts affected by this Notice are modified, as appropriate, including ensuring the incorporation of the CRD into contracts in accordance with paragraph 3b of this Notice.

b. DOE Federal Project Directors.

- (1) Oversee the implementation of this Notice for projects under their immediate cognizance, including assigning tasks and roles to the appropriate site personnel.
- (2) Ensure for timely, reliable, and accurate integration of contractor performance reporting data into the project's scheduling, accounting, and performance measurement systems.

c. Contracting Officers.

- (1) Incorporate the requirements of this Notice into contracts in accordance with paragraph 3b of this Notice.

d. Contractor Project Manager.

- (1) Ensure that the required project performance data defined in this Notice are reported monthly by the required due date using the defined standard templates and data reporting formats.

e. Contractor Project Control Analyst.

- (1) Prepare, validate and submit the project upload file to DOE Headquarters each month, via the PARS II system
- (2) Correct errors in the project upload file and resubmit to Headquarters when errors are detected by OECM and PO HQ personnel.

8. CONTACT. Questions concerning this Notice should be addressed to the Office of Engineering and Construction Management at 202-**nnn-nn**.